CAPTIVE MANAGER'S DISSOLUTION REQUEST FOR SERIES

COVER SHEET

Captive Name	
Captive Management Name	
Date of License	
COA No.	

Checklist	**Sign-Off**
Write reason for Dissolving:	
Executed consent from the Core Board of Directors and, if applicable, the series member(s) of the series approving the dissolution.	
Executed & Notarized Current Year Annual Statement (Jurat Page, Balance Sheet & Income Statement).	
Premium Tax and renewal fees must be paid for prior years as well as the current year Premium Tax payment needs to be mailed to the DOI Captive Tax Division in Dover Office.	
If the series is a registered series, a draft of the Certificate of Cancellation of the Certificate of Registered Series.	
Certification that all liabilities have been provided for, insurance and/or reinsurance policies have been terminated, and that no claims are outstanding including that the captive has no further obligations under any policies taking into consideration any reinsurance pool arrangements the captive participated in.	
Statement by the owner(s) acknowledging that no funds may be distributed to the owner(s) until all outstanding liabilities have been settled with the Department.	
Does captive have a LOC? _____ If so, request the Department to process LOC cancellation.	
Verify that all the outstanding examination invoices have been paid to the Department. If not, make final payment as soon as possible.	

Captive Manager/ Designee Signature _____

Date_____

Notes:

- Premium Tax and Annual Report cannot be waived, unless it is a Dormant Captive which subject to annual renewal fee of $400.
- Actuarial Opinion and Audited Financial Statements can be waived if the Dissolution Request has been submitted before Jun 30th.
- Financial Exam can be waived after the official Dissolution Request has been received, unless 30-day notice has been sent to start the fieldwork.
- Submit your Dissolution Request and all the required documents to captive@delaware.gov e-mail box.